

**EXHIBIT #2**  
**PAST AND PRESENT PERFORMANCE QUESTIONNAIRE**

**INSTRUCTIONS TO CONTRACTOR**

Complete the CONTRACTOR INFORMATION section, below (type answers into light blue shaded boxes). Save the document. Send an electronic or hard copy print of the form to each of your reference contacts, asking them to please complete the form and submit it according to the instructions, below.

**INSTRUCTIONS TO REFERENCE CONTACT**

The contractor named below is submitting an offer for a United States Department of Veterans Affairs contract requirement, and has sent this form to you, in your role as a past performance reference contact. Please complete this form in full (all areas shaded in light yellow, below). Once completed, please send the form to the Contract Specialist via postal mail or email, directly to:

Department of Veterans Affairs  
Email Address: [Michael.Shull@va.gov](mailto:Michael.Shull@va.gov)

Please return the completed form no later than March 18, 2015. If you have any questions, please contact Michael Shull at [Michael.Shull@va.gov](mailto:Michael.Shull@va.gov) . Thank you for your assistance in this matter.

**GENERAL INFORMATION** [completed by Contractor]

Contractor Company Name		Street Address	
Contractor Point of Contact Name		City	
Point of Contact Phone Number		State	
Reference Project Title		Zip Code	
Contract Period of Performance (start to finish):		Email	
Contract Number		Contract Dollar Value	\$
Description of Work			
Role of Contractor on This Project (check appropriate box)	<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Sub-contractor <input type="checkbox"/> Key Personnel		

**RESPONDENT INFORMATION** [completed by Reference Contact]

Company Name		Street Address	
POC Name		City	
Phone Number		State	
Fax Number		Zip Code	
Email			

**PERFORMANCE INFORMATION:** Choose the number on the scale of 1 to 6 that most accurately describes the contractor's performance or situation. **PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ANY RATINGS OF 1 OR 2** in the Remarks section, below (text box will expand to whatever extent is necessary).

1	2	3	4	5
UNACCEPTABLE	MARGINAL	ACCEPTABLE	EXCELLENT	NEUTRAL
Meets few, if any, requirements. There is evidence of inadequate understanding of the requirements. No advantages were offered. There are no advantages/strengths and disadvantages/weaknesses are significant. Offset of advantages/strengths is significant. Where there were areas of concern, clarifications given by contractor provided no confidence. Probability of success is very poor and the overall degree of risk in meeting the Government's requirements is high. Cannot award without discussions.	Meets some, but not all requirements. There is evidence of marginal understanding of the requirements. No advantages were offered. There are no advantages/strengths and disadvantages/weaknesses are present. Offset of advantages/strengths is present. Where there were areas of concern, clarifications given by contractor provided little additional confidence if any. Probability of success is poor and the overall degree of risk in meeting the Government's requirements is moderate. Cannot award without discussions.	Meets all and exceeds some requirements and demonstrates a good understanding of the requirements. While it offers some advantages over the basic RFP and sample Task Order requirements, they are not significant in nature. Advantages/strengths are minor and disadvantages/weaknesses are insignificant. Disadvantages/weaknesses provide minimal offset if any. Where there were areas of concern, clarifications given by contractor fostered confidence in the contractor's ability. Very good probability of success with overall low degree of risk in meeting the Government's requirements.	Meets or exceeds all requirements, demonstrates an excellent understanding of the requirements and has salient features that offer significant advantage to the Government. Excellent in all respects. Advantages/strengths not offset by disadvantages/weaknesses. Excellent probability of success with overall very low degree of risk in meeting Government's requirements.	No record of past performance or the record is inconclusive. <sup>i</sup>

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Source Selection Sensitive Information—See FAR 2.101 & 3.104

	<b>The Contractor ...</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Provided experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Demonstrated ability to hire, maintain, and replace, if necessary, qualified personnel during the contract period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Delegated authority to project managers and supervisors commensurate with contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Home office participated in solving significant local problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Followed approved quality control plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provided effective quality control and/or inspection procedures to meet contract requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Corrected deficiencies in timely manner and pursuant to their quality control procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provided timely resolution of contract discrepancies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Identified problems as they occurred.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Suggested alternative approaches to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Displayed initiative to solve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Developed realistic progress schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Met established project schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Provided timely resolution of warranty defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Was responsive to contract changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Provided adequate project supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Obtained consent of surety for increases in bonding as work-in-progress increased.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Paid subcontractors/suppliers in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Provided accurate and complete line item cost proposals including all aspects of work required for each task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Cooperated with Government personnel after award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	How would you rate the contractor's overall performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Was the contractor ever issued a cure or show cause notice under the referenced contract? If yes, explain outcome in "remarks."	<input type="checkbox"/>	YES	<input type="checkbox"/>		

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23	Would you award another contract to this contractor? If not, please explain in “remarks.”	<input type="checkbox"/>	YES	<input type="checkbox"/>
24	To the best of your knowledge, is the contractor rated in CPARS?	<input type="checkbox"/>	YES	<input type="checkbox"/>

REMARKS (Please use as much space as is needed – the box will expand as you type).

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